

EXHIBIT A
Scope of Work
Coast Life Support District
Employee Satisfaction Survey and Report

	Activity	<u>CLSD Participants</u> Leap Lead Estimated Hours	Timeline
Scope of Work	<u>Pre-work and Project Launch</u> <ul style="list-style-type: none"> Ø Finalize project scope with client Ø Finalize letter of engagement for project contract Ø Call with client to finalize project timeline and agree on deliverables Ø Participate in a project announcement conference call during client staff meeting regarding survey process and anonymity for all participants Ø 	CLSD – Board Chair LSG Lead: Scott Ormerod Proposal Cost: Pre-work and Phases 1-2 - \$2,337.50 (includes travel time)	July 22-31, 2014 <i>Final schedule to be agreed upon after project scope is finalized and approved by the client</i>
	<u>Phase 1 – Survey Planning and Launch</u> <ul style="list-style-type: none"> Ø Develop draft employee survey questions Ø Review questions with Board Chair Ø Set up survey in online survey tool including email addresses of all employees with anonymity and non-attributed responses to ensure confidentiality Ø Launch survey to all employees Ø Compile and review survey data Ø Call with Board Chair to discuss initial survey data 		July 23 – August 12, 2014
	<u>Phase 2- Report Out</u> <ul style="list-style-type: none"> Ø Prepare report from survey data for review and discussion with Board Ø Meet with CLSD Board to review and discuss survey findings (August 18, 2014) Ø Based upon survey findings and meeting with the Board, determine whether or not to complete the optional Phase 3 portion of the project 		August 13-18, 2014
	<u>OPTIONAL Phase 3 – Interviews with Staff</u> <ul style="list-style-type: none"> Ø Based upon survey findings, develop a list of employees to interview regarding work environment and organizational leadership Ø Conduct employee interviews at client offices Ø Prepare verbal report for discussion with CLSD Board. Ø Attend board meeting to review findings from Phase 3 Ø Recommend next steps, if appropriate 	Optional Phase 3 - \$1,562.50 - \$1,902.50 dependent upon number of interviews (includes travel time to client site)	August 19 – September 15, 2014